

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME: VACANT
DATE: July 2021
JOB TITLE: ASSISTANT COACH SOCCER, WOMEN'S
FLSA STATUS: EXEMPT
JOB CLASS: REGULAR FULL TIME
WORK LOCATION: KIERNAN CENTER
TITLE OF IMMEDIATE SUPERVISOR: HEAD COACH WOMEN'S SOCCER
DEPARTMENT: ATHLETICS
SECTOR: PRESIDENT

JOB SUMMARY:

Under general supervision, the Assistant Coach of the Women's Soccer program assists the head coach in all aspects of conducting a Division I women's soccer program.

ESSENTIAL DUTIES:

- Assist the head women's soccer coach in the development and management of the soccer program under the regulations of the university, the NCAA, and MAAC.
- Supervise student-athletes in practice and during travel.
- Assist in the monitoring of the weight training and conditional program.
- Assist in the recruitment of prospective student-athletes.
- Assist in the preparation of recruiting letters; contacts prospective student-athletes; prepares mailings and evaluates prospects.
- Perform scouting, travel planning, practice planning, meal planning, and scheduling.
- Equipment distribution, game preparation, filing, report preparation (NCAA compliance), laundering uniforms, organizing community service events, etc.
- Instruct student-athletes in the athletic program.
- Assist in the organization of team community service projects.
- Take over all necessary duties performed by the Head Coach in his/her absence. This includes the planning and running of the practice and game coaching.

ASSISTANT COACH WOMEN'S SOCCER

- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment. Please refer to your Employee Guide for the University's complete statement on a complete statement on confidentiality.
- Perform other duties as assigned.

GENERAL DESCRIPTION:

% of Time

- 45% Assist the head women's soccer coach in the development and management of the soccer program under the regulations of the university, the NCAA, and MAAC; monitor academics, supervise the practice of student-athletes; implement the weight training program.
- 30% Recruit, call, and write prospects, prepare mailings and evaluate prospects, assist during campus visits; perform scouting, travel planning, practice planning, meal planning, and scheduling.
- 10% Oversee academic progress such as evaluating progress reports; running study hall, assisting with class schedules, etc.
- 10% Equipment distribution, game preparation, filing, report preparation (NCAA compliance), laundering uniforms, ordering of equipment, etc.
- 5% Assist in the coordination of Community Service projects performed by the Women's Soccer Team and Coaching staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Ability to work evenings, weekends, and holidays.
- 2) Strong organizational, interpersonal, written, and oral communication skills.
- 3) Proficiency to handle various office machines including but not limited to: typewriter (if applicable) and/or computer keyboard, computer software applications, calculator, copy machine, and fax.
- 4) Ability to receive telephone calls, respond to inquiries, and communicate with others by telephone.

ASSISTANT COACH WOMEN'S SOCCER

- 5) Knowledge of and conformity to NCAA rules and regulations.
- 6) Working knowledge of recruiting techniques and the ability to effectively use them.
- 7) Ability to drive a personal or university vehicle for the purpose of university business.
- 8) Successful completion of the NCAA recruiting exam within one year of start.

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, calculator, cutting, labeling, and taping involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

- 1) Bachelor's degree required.
- 2) A minimum of three to five years of experience performing similar tasks is required.
- 3) A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Class II OSHA

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____